



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN A. NIGRELLI**  
Acting Superintendent

**POSTING DATE: 07/06/2023**

**APPLICATION DUE BY: 07/16/2023**

**Title:** Administrative Assistant 1

**Location:** Troop C Headquarters  
823 State Route 7  
Unadilla, New York 13849  
Delaware County

**Salary Grade:** Starting Salaries:  
Administrative Assistant Trainee 1 - SG-8: \$38,073.00  
Administrative Assistant Trainee 2 - SG-10: \$42,493.00  
Administrative Assistant 1 - SG-11: \$44,957.00

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** CSEA Administrative

The Administrative Assistant 1 position is a two-year traineeship leading to an Administrative Assistant 1, SG-11. The Administrative Assistant 1 position starts as an Administrative Assistant Trainee 1, which is equivalent to the hiring rate of an SG-8. After successful completion of the required coursework and one (1) year at the Trainee 1 level, the Administrative Assistant will advance to an Administrative Assistant Trainee 2, which is equivalent to the hiring rate of an SG-10. Upon successful completion of the additional required coursework and one (1) year at the Trainee 2 level, the Administrative Assistant Trainee 2 will then be eligible for advancement to an Administrative Assistant, SG-11. As an Administrative Assistant Trainee 1, incumbents are required to complete the following core courses: Microsoft Word 2016 Basics; Customer Service; The Organized Office Worker and Successful Business Writing through the CSEA Partnership.

Eligible employees who are currently serving in an SG-9 capacity will be appointed to the Trainee 2. This will require completion of the four (4) core courses listed above prior to appointment. As a Trainee 2, incumbents will be required to complete a course in each of the following competencies: Computer Skills and Technology; Interpersonal and Customer Relations; Professionalism and Self-Management and Verbal and Written Communication through the CSEA Partnership.

The competency categories and course selections are available at:  
<https://nyscseapartnership.org/administrative-assistant-traineeship>

All advancements in the Administrative Assistant traineeship are predicated upon satisfactory job performance and successful completion of the course requirements.

Newly appointed incumbents will serve a minimum of 18 months in the traineeship.

Interested employees should familiarize themselves with the duties, activities and responsibilities of the position of interest prior to the job announcement deadline date.

Per Division policy, employees who were appointed, promoted, reassigned to, or are currently serving a prescribed probationary period in the subject position, are not eligible to request reassignment or transfer to another position, assignment or location. They must first successfully complete the prescribed probationary period or one (1) year in the subject position, whichever is applicable. This policy does not preclude requests for promotion to other positions.

### **DUTIES:**

- Open, review, sort and distribute incoming mail, correspondence, and e-mails.
- Research background information necessary for preparing correspondence and draft responses.
- Review outgoing correspondence for clarity, content and proper grammatical usage.
- Answer telephone and greet visitors to the office responding to and redirecting all inquiries as appropriate.
- Coordinate information flow within office ensuring uniformity of office policies and procedure and resolve administrative and operational problems.
- Type correspondence, documents and records.
- Maintain file system for office.
- Order office supplies and schedule maintenance and repair of office equipment.
- Schedule meetings and maintain calendar.
- Make travel arrangements and prepare travel vouchers.

### **MINIMUM QUALIFICATIONS:**

- One (1) year permanent service as a New York State employee with one (1) year service in a title allocated SG-6 or higher

OR

- HS diploma and two years of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and management of an office.

**Please Note:** A typing performance test will be required for those interested employees outside of the Office Assistant 1 (Keyboarding) title series.

Candidates must have appropriate clerical skills, knowledge of proper office procedures, including experience with conventional and electronic data filing systems, be proficient in the operation of personal computers and various software including Microsoft Word, Outlook, Access, and Excel.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

### **HOW TO APPLY:**

Kindly send a letter of intent and complete resume to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit*